



## AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, August 1, 2016  
7:00 p.m. – Council Chambers**

1. **PRAYER – Ed Deni**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
  - **Special Meeting – July 5, 2016**
  - **Regular Meeting – July 5, 2016**
6. **SPECIAL GUESTS.**
  - **Enfield High School Renovation Building Committee**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
  - **Project and Activities Report**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
  - **Enfield High School Renovation Building Committee**
12. **OLD BUSINESS.**
  - A. **Appointment(s) - Town Council Appointed.**
    1. **Area 25 Cable Television Advisory Committee** - The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/18. (Tabled 04/15/2013)
    2. **Area 25 Cable Television Advisory Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2018. (Tabled 09/15/2014)

3. **Area 25 Cable Television Advisory Committee Enfield Representative –**  
The Term of Office of Walter Shermer (R), Expires 06/30/2016.  
Reappointment or Replacement Would be Until 06/30/2018.(Tabled  
06/20/2016)
4. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of  
Stephen Moriarty (R). Replacement Would be Until 03/17/2018. (Tabled  
12/21/2015)
5. **Clean Energy Committee-** The Term of Office of Suzanne Giwoyna (U)  
Expires 03/17/2016. Reappointment or Replacement Would be Until  
03/17/2020. (Tabled 03/21/2017)
6. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of  
Patrick Droney (R). Replacement Would be Until 03/17/2018. (Tabled  
07/05/2016)
7. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of  
Andrew Laprade (D). Replacement Would be Until 03/17/2018. (Tabled  
07/05/2016)
8. **Clean Energy Committee –** A Vacancy Exists Due to Resignation of Ann  
Marie Dooley. Replacement Would be Until 03/17/2009. (Tabled 07/05/2016)
9. **Connecticut River Assembly –** The Term of Office of William Garner,  
Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would  
be Until 01/12/2019. (Tabled 02/04/2012)
10. **Connecticut River Assembly (Alternate) -** The Term of Office of Leonard  
Delorge Expires 01/12/2016. Replacement Would be Until  
01/12/2018.(Tabled 01/19/2016)
11. **Connecticut Water Company Advisory Council Enfield Representatives-**  
A Vacancy Exist Due to a Resignation (R). Replacement Would be Until  
01/01/2018. (Tabled 04/16/2012)
12. **Enfield Beautification Committee –** A Vacancy Exists for Rachel Burnes  
(U), by Resolution No 3672, Replacement Would be Until 12/01/2016.(Tabled  
06/20/2016)
13. **Enfield Beautification Committee –** A Vacancy Exists for Todd Barsalou  
(R), by Resolution No 3672, Replacement Would be Until 12/01/2016.  
(Tabled 06/20/16)
14. **Enfield Culture and Arts Commission-** The Term of Office of Yvonne  
Wollenberg (U), Expired 05/31/2016. Reappointment or Replacement Would  
be Until 05/31/2018. (Tabled 05/16/2016)
15. **Enfield Culture and Arts Commission-** The Term of Office of Stephen  
Opalick (D), Expired 05/31/2016. Reappointment or Replacement Would be  
Until 05/31/2018. (Tabled 05/16/2016)
16. **Enfield High School Renovation Building Committee –** A Vacancy Exists  
Due to the Resignation of Walter Kruzel (R), Replacement Would be  
Indefinite. (Tabled 12/07/2015)

- 17. Enfield High School Renovation Building Committee – A Vacancy Exists**  
Due to the Resignation of George Rypysc (D), Replacement Would be Indefinite. (Tabled 12/07/2015)
- 18. Enfield High School Renovation Building Committee - A Vacancy Exists**  
Due to the Appointment of Laura Vella (U) to a Regular Member.  
Replacement is Indefinite. (Tabled 10/05/2015)
- 19. Enfield Revitalization Committee – A Vacancy Exists Due to the Resignation**  
of Rebecca Olesen (D). Replacement Would Be Until 04/30/2017. (Tabled 06/06/2016)
- 20. Enfield Revitalization Committee – A Vacancy Exists Due to the Resignation**  
of Kassie Huhtanen(D). Replacement Would be Until 4/30/2017. (Tabled 06/06/2016)
- 21. Ethics Commission (Alternate) – A Vacancy Exist Due to the Regular**  
Appointment of Ben Ide (U). Replacement Would be Until 10/31/2017.(Tabled 12/06/2010)
- 22. Greater Hartford Transit District – The Term of Office of Stephen Mitchell**  
(R), Expires 06/30/2016. Reappointment or Replacement Would be Until 06/30/2020.(Tabled 06/20/2016)
- 23. Inland Wetland and Watercourse Agency (Alternate) – A Vacancy Exists**  
Due to the Appointment of Robert Chagnon (R) to a Regular Member.  
Replacement Would be Until 06/30/2017. (Tabled 10/05/2015)
- 24. Inland Wetland and Watercourse Agency (Alternate) – A Vacancy Exists**  
Due to the Resignation of Joseph Porello (R). Replacement Would be Until 06/30/2017.(Tabled 04/18/2016)
- 25. Inland Wetland and Watercourse Agency-** The Term of Office of Joseph Albert (R), Expires 06/30/2016. Reappointment or Replacement Would be Until 06/30/2020. (Tabled 06/20/2016)
- 26. Loan Review Committee – The Term of Office of Jason Jones (R), Expires**  
12/31/2015. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/21/2015)
- 27. Planning and Zoning Commission (Alternate) – A Vacancy Exists due to**  
the Appointment of an Alternate to a Regular Member. Replacement Would be Until 12/31/2017. (02/01/2017)
- 28. Zoning Board of Appeals (Alternate) – The Term of Office of Robert**  
Gillespie (R), Expires 12/31/2015. Reappointment or Replacement Would be Until 12/31/2018. (Tabled 12/21/2015)

**B. Appointment(s) - Town Manager Appointed/Council Approved.**

- 1. Building Code Appeals Board – A Vacancy Exist for Contractor (D), Expired**  
11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)

2. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
  3. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
  4. **Building Code Appeals Board**- The Term of Office of Gary Sullivan,(R) Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)
  5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
  6. **Fair Rent Commission** – The Term of Office of William Downs (U), Expires 06/30/2016. Reappointment or Replacement Would be Until 06/30/2018. (Table 06/20/2016)
  7. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
  8. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
  9. **Housing Code Appeals Board** - The Term of Office of Karen Chadderton (D), Registered Nurse, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/16/2016)
  - C. **Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)
  - D. **Discussion:** Higgins Park on the Green. (Tabled 11/10/14)
  - E. **Discussion:** Scantic River Park. (Tabled 10/05/2015)
  - F. **Discussion:** Energy Performance Special Referendum. (Tabled 12/21/2015)
  - G. **Discussion:** Commemorative Partner Program. (Tabled 12/21/2015)
  - H. **Discussion/Ordinance (formerly Resolution):** Ordinance to Amend Chapter 58 of the Town Code of Enfield, Article II, Hawkers, Peddlers and Auctioneers, Section 58-35. Mobile Food Vendors. (Tabled 06/20/2016)
13. **NEW BUSINESS.**
- A. **Consent Agenda – Action.**
  - B. **Appointment(s)–Town Council Appointed.**
  - C. **Appointment(s) – Town Manager Appointed/Council Approved.**

**D. Appointment(s) - P & Z Commission Appointed- Council Approved.**

**14. ITEMS FOR DISCUSSION.**

**A. \*\*Consent Agenda – Review.**

**B. Appointment(s) – Town Council Appointed.**

1. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Raymond Bouchard (R). Replacement Would be Until 03/17/2018.

**C. Appointment(s) – Town Manager Appointed/Council Approved.**

**D. Appointment(s) – P & Z Commission Appointed- Council Approved.**

**E. \*\*Discussion/Resolution:** Request for Transfer of Funds or the Purposes of Performing a Splash Pad Assessment Study \$15,000.

**F. \*\*Discussion/Resolution:** Request for Transfer of Funds for Performing a School Infrastructure and Educational Needs Assessment Study on John F. Kennedy Middle School \$75,000.

**G. \*\*Discussion/Resolution:** Resolution Waiving the Bid Requirements for Performing a School Infrastructure and Educational Needs Assessment Study on John F. Kennedy Middle School.

**H. \*\*Discussion/Resolution:** Resolution Authorizing the Town Manager to Accept a Drainage Easement from the State Department of Energy and Environmental Protection.

**I. \*\*Discussion/Resolution:** Resolution Approving the Adoption of the Director of Development Services Job Description.

**J. \*\*Discussion/Resolution:** Resolution Approving the Adoption of the Environmental Health and Safety Manager Job Description

**K. \*\*Discussion/Resolution:** Resolution Approving the Adoption of the Recreation Job Description.

**L. \*\*Discussion/Resolution:** Resolution Setting a Public Hearing Regarding the Energy Performance Contracting Replacement Project.

**M. Discussion/Resolution:** Resolution Establishing Rules and Regulations for the Issuance of Mobile Food Vendor Permits and the Lawful Operation of Mobile Food Vendors.

**15. MISCELLANEOUS.**

**16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**

**17. COUNCILOR COMMUNICATIONS.**

**18. ADJOURNMENT.**

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|     |   |
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| *   | REMOVE FROM AGENDA                            |
| **  | MOVE TO MISCELLANEOUS                         |
| *** | WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT |

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**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
TUESDAY, JULY 5, 2016**

A Special Meeting of the Enfield Town Council was called to order by Deputy Mayor Lee in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, July 5, 2016. The meeting was called to order at 5:30 p.m.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Davis, Edgar, Lee, Stokes and Szewczak. Councilors Deni, Hall and Kaupin were absent. Also present were Town Manager, Brian Chodkowski and Town Attorney, Christopher Bromson

**MOTION #3742A** by Councilor Szewczak, seconded by Councilor Stokes to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3742A** adopted 8-0-0. The meeting stood recessed at 5:31 p.m.

**EXECUTIVE SESSION**

The Executive Session of the Enfield Town Council was called to order by Deputy Mayor Lee at 5:32 p.m.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Davis, Edgar, Lee, Stokes and Szewczak. Also present were Town Manager, Brian Chodkowski and Town Attorney, Christopher Bromson

Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Deputy Mayor Lee adjourned the Executive Session at 6:44 p.m. He reconvened the Special Meeting at 6:45 p.m. and stated during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

**ADJOURNMENT**

**MOTION #3742B** by Councilman Szewczak, seconded by Councilman Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3742B** adopted 8-0-0, and the meeting stood adjourned at 6:46 p.m.

Suzanne F. Olechnicki  
Town Clerk/Clerk of the Council

Respectfully submitted,  
Jeannette Lamontagne  
Secretary to the Council

Enfield Town Council  
Special Meeting

07/05/2016

Page 1 of 1

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
TUESDAY, JULY 5, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Deputy Mayor Lee in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, July 5, 2016. The meeting was called to order at 7:00 p.m.

**PRAYER** – The Prayer was given by Councilor Davis.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Davis, Edgar, Lee, Stokes and Szewczak. Councilors Deni, Hall and Kaupin were absent. Also present were Town Manager, Brian Chodkowski and Town Attorney, Christopher Bromson

**FIRE EVACUATION ANNOUNCEMENT**

Acting-Chairman Lee made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #3743** by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the June 20, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3743** adopted 7-0-1, with Councilor Bosco abstaining.

**SPECIAL GUESTS**

**Clean Energy Committee**

Melissa Everett Chair of the Clean Energy Committee was present to update the Council on self-financing energy savings performance contracting. She stated the Town of Enfield spent \$3,450,453 on energy in 2015. She noted consultants said they could easily save 30% of that by upgrading buildings. She explained there are a few ways to do this, i.e., piecemeal, raising taxes or what's being recommended - self-financing energy saving performance contracting. She explained this would be a legally binding agreement with a qualified technical service provider to perform specific building and infrastructure upgrades that saves significant energy and finance those improvements so that they can be repaid out of the energy saving dollars. She explained it's a self-financing package of services that's guaranteed by the contracting firm, or they pay what is not brought forward. She pointed out hundreds of state and local government buildings in Connecticut have been upgraded using this strategy.



Ms. Everett highlighted the Enfield proposal, which was created last year:

- Upgrade 24 of the highest impact buildings
- 15 to 18 months of intensive work (lighting, building controls, insulation, windows, etc.)
- The contractor would be Honeywell.
- Initial investment of \$11.2 million dollars, which would need voter approval
- It is designed to pay for itself out of the energy savings over a 13.8 year period.

She stated the biggest payback is through lighting and lighting controls, which is upgrading to LED, street lighting upgrades and building management systems.

She stated the Clean Energy Committee with the Town of Enfield earned a Bright Idea Grant from Eversource, and that is for reducing energy use and doing certain outreach activities. She noted this allowed them to hire an advisory group called Peregrine Energy, which advised them on the basic framing of the performance contract. She stated Peregrine Energy became a buyer's representative to advocate for Enfield in getting the final contractor, which is Honeywell.

Ms. Everett stated they've developed an education and outreach plan, and they have another Bright Idea Grant, which will be dedicated to three separate mailings to the public in the fall. She noted they will also be at Town events to provide information as well as getting information into the newspapers.

She concluded stating this is an opportunity to make an economic investment in Enfield that will save approximately \$700,000 per year.

Councilor Arnone thanked Ms. Everett for the effort of the Clean Energy Committee.

### **North Central Health District**

Present for this item was Patrice Sulik, Director of the North Central Health District.

Ms. Sulik gave an overview of the process for licensing a vendor truck in Enfield.

- The fee for a one-year vending license is \$200, which means they can vend all eight member towns if they're approved by zoning, police and fire.
- There is a ten-day turnaround time during busy periods, and in slower times of the year, they can issue the license more quickly.
- Initially vendors are granted a 30-day license, and during that time, vendors must provide a list of scheduled stops, activities or events they will be at, and the Health District will stop by and do an inspection, and if everything is acceptable, they will be issued their license for the remainder of the year.
- The application must include: a menu, and depending on that menu, proof may be required showing someone is a qualified food operator; a diagram or layout of the truck, including the equipment and finished surfaces (pictures can be provided);

- information about the licensed base of operations; water supply must be approved; disposal of waste water must be approved; a schedule of known events; an initial inspection of the truck before they can begin
- The base of operations is required, which means someone is not cooking food in their home, buying food at the store, storing that food in their home, loading a truck and going to some event.
  - If there's any food preparation, the base of operations is set up for that food service operation.
  - There must be zoning clearance for where the vendor is going, and there must be approval from the police department.

Ms. Sulik stated the simplest type of operation would be pre-packaged ice cream, pre-packaged snack goods, chips, cookies, pretzels, etc., as well as pre-packaged beverages such as Gatorade or bottled water.

She noted a more moderate menu would be something simple and cooked to order, i.e., hotdogs, hamburgers and pre-packaged snacks, beverages and individual sealed condiments.

She stated a more complex menu would involve items such as pulled pork or chili. She noted those foods involve what's termed the temperature danger zone because such items run into re-heating, hot-holding and possibly cooling at the end of the shift and then cold-holding. She noted this is where a lot of the risk comes into play.

Ms. Sulik spoke about the kinds of problems that they tend to see with vending truck operations, i.e., menu creep, which means someone is approved to do one thing, but then they start serving other items. She stated another problem is having enough water for hand washing and sanitization of non-disposable utensils as well as cleaning the inside of the truck during operations. She noted access to toilet facilities can be very challenging. She stated adequate storage is a big problem because a vending truck environment is small, and there's a tendency to store items in every available space. She stated if it gets very hot, cold storage equipment is really challenged.

She noted some benefits of vending trucks is that new equipment is more sophisticated, and they're not like vending trucks of 30 years ago. She added they have several groups or organizations that come to the Health District, and they wish to have a temporary food event. She noted licensed vending trucks don't have to pay an additional temporary event fee to participate in special events. She stated they'd like to have enough vending trucks on their list so that if organizations wish to do temporary food events, the Health District can offer those organizations a good variety of food, and help keep the risk down.

Councilor Arnone questioned out of the eight towns, how many regularly approve these kinds of food vendors in their towns. Ms. Sulik estimated at least four or five towns do this because they're getting a good number of applications.

Councilor Lee questioned whether a vendor licensed in New Haven would have to be approved in Enfield, or is there a completely new process. Ms. Sulik stated it's a completely new process. She noted farmers going from one farmers' market to another have the option of getting a license in one town that they can hand carry to all the other towns. She stated that's not an exception for non-farm vendors.

Councilor Lee questioned since the Health District serves eight communities, would a vendor coming to the Health District for an annual permit to do an event in Stafford come to Enfield, meet the municipal guidelines and be a step ahead of the game, and Ms. Sulik responded that's correct.

## **PUBLIC COMMUNICATIONS & PETITIONS**

John Manning, 12 Hillcrest Road

Stated six months ago, he gave a Council member a five-page document explaining how the wastewater treatment plant could be updated using 21<sup>st</sup> century technology. He noted the Town would save money on expenses to operate the plant as well as save money on the electrical power for Town buildings. He stated the previous Town Manager also had a copy of this proposal, and after six months he hasn't received any communication on this subject. He questioned the possibility of the new Town Manager being interested in saving the Town some money, or is it politically incorrect to go a better way.

Mr. Manning then explained the technology he's recommending to update the water treatment plant.

Thomas Regan, 25 Ryefield Drive

Spoke about performance contracting and stated his belief no CEO would spend \$11 million dollars to get their money back in 14 years, but rather they'd want their money back in three to five years. He stated his belief the \$11 million dollars is being padded so they can use that extra money to payback the Town. He recommended the Town break down the projects separately, rather than putting everything into one package.

Jack Sheridan, 7 Buchanan Road

Agreed with Mr. Regan's comments. He stated his belief the numbers don't jibe at all. Mr. Sheridan stated one of his concerns is that there's no contract bond, and if the company is bought out, the Town has no guarantee.

He stated his recollection Siemens did the Barnard School, and they installed the wrong bulbs that they were contracted to put in, and the Town found out after the fact.

Mr. Sheridan pointed out building technology is always changing, and he's concerned all of this money will be spent, and things will be obsolete. He noted some of the charts they're looking at are from 2003.

Maureen Mullen, 1625 King Street

Stated there will be an ecumenical service on the Town Green on Sunday, July 10<sup>th</sup> at 11:00 a.m. She noted many town churches will be participating.

Robert Tkacz, Frew Terrace

Referred to energy performance contracting and noted the Town doesn't have any short term or long term goals as to which buildings they will keep. He pointed out it has not been decided what will be done with the Fermi building. He stated his belief the Town should immediately try to sell Fermi because it will cost a lot of money to rehab that building.

Mr. Tkacz agreed with Mr. Sheridan about the numbers not adding up regarding energy savings. He noted they're using old data, and he feels it's time to have a fresh committee look at this.

He stated last summer Hartford had hundreds of food trucks, but there's hardly any now. He noted he was told the fee was increased to a thousand dollars a week in Hartford for food trucks.

Mr. Tkacz stated Enfield is hurting existing and future businesses by having food trucks. He noted the restaurants are big taxpayers, and they generate a lot of sales tax. He stated Enfield has to protect its existing businesses, and food trucks will only detract from those businesses. He noted they should let existing businesses cater to special events since they're paying taxes. He stated the Health Department is involved, and the Town is making a big bureaucracy out of something very small that's not going to generate any significant income for the Town. He noted the restaurant owners are the ones contributing to the taxes in Town, and those are the people the Town of Enfield should be catering to.

### **COUNCILOR COMMUNICATIONS & PETITIONS**

Councilor Arnone referred to sewer plant improvements and noted the Council did get Mr. Manning's information. He apologized because he thought the engineers replied to Mr. Manning because the Council did get the engineers' assessment of everything that he emailed, and he assumed Mr. Manning was copied on the email. He noted he will try to find that email and forward it to Mr. Manning.

Councilor Bosco stated he would like more information about Mr. Sheridan's comments about the bond for energy performance contracting because he never thought about this, and it makes a lot of sense. He stated he'd definitely like to look into this.

Councilor Stokes agreed with Councilor Bosco about the bond insurance.

Councilor Szewczak referred to energy performance contracting and stated the money comes from the \$3.5 million dollars, which is what is normally spent on utilities. She noted installing new equipment provides a savings, which is used to pay back the loan.

Councilor Edgar agreed about the bond insurance. He requested the Town Manager look into why the figures are off. He questioned why they don't do these projects piecemeal. He feels the whole picture needs to be reviewed.

Councilor Szewczak requested the Council be provided with the savings results from the Barnard project.

Councilor Bosco referred to energy performance contracting and stated a lot of this could be paid off a lot quicker. He noted they are including other things that Eversource is willing to pay for. He stated this will technically save money over time because these are repairs that have to be done. He noted either there has to be a tax increase, or they use the performance contracting with payments deferred over 13 years.

**MOTION #3744** by Councilor Szewczak, seconded by Councilor Stokes to suspend the rules to address under Miscellaneous Items 14 A1, A2, E, F, G, H, I and J.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3744** adopted 8-0-0.

Councilor Lee asked the Town Manager to let the Council know when they can expect the energy performance model to be validated and ready for Council's review. Mr. Chodkowski stated he will contact Honeywell to confirm what the financial figures look like and submit that information to the Town Council.

Councilor Arnone stated his belief they need to bring the contractors back in so there can be some communications with the inclusion of the audience.

### **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Chodkowski stated the Council has within their packets the Project and Activities Report.

Councilor Arnone referred to the manhole lid offset adjustment inquiry, and he feels this should be a highlighted item. He pointed out this issue has brought in a lot of complaints from residents. He noted this has been addressed a number of times. He stated he still hits some of these manhole lids on Brainard Road.

Councilor Lee stated the report includes the Elm Street resurfacing project, and this update says Connecticut DOT is progressing and is planning night work on Elm Street beginning July 17<sup>th</sup>, with milling beginning at Route 5 with milling ending by July 20<sup>th</sup> around the Asnuntuck Community College. He noted paving will begin the night of July 24<sup>th</sup> with completion by the end of July.

As concerns manholes, Councilor Lee stated his understanding a lot of the worst ones are on Hazard Avenue. He questioned if DPW can question Connecticut DOT while they are in town to check the manholes in the center of Hazardville from the Elm Street intersection out to Kelly Fradet.

Councilor Cekala pointed out Brainard Road has bad manholes as well.

Councilor Lee stated the Project and Activities Report is done twice per month, and he questioned where this document shows up for public accessibility. Mr. Chodkowski stated people should be able to find this document online as part of the Council packet.

Councilor Szewczak referred to a sidewalk issue on North Street, and Mr. Chodkowski stated he spoke with Mr. Bilmes about this today.

### **TOWN ATTORNEY REPORT & COMMUNICATIONS**

Attorney Bromson stated he had no formal report this evening.

### **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

#### **Enfield High School Renovation Building Committee**

Councilor Szewczak stated Fermi is packed and ready to go. She noted the music wing is moving along, and the driveway will be done within the next two to three weeks.

### **OLD BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

**NOMINATION #3745** by Councilor Szewczak to appoint James Keller (R) to the Ethics Commission as an Alternate for a term which expires 10/31/2017.

**MOTION #3746** by Councilor Szewczak, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3746** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared James Keller appointed to the Ethics Commission as an Alternate by an 8-0-0 vote.

**MOTION #3747** by Councilor Edgar, seconded by Councilor Stokes to remove Item #24 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3747** adopted 8-0-0.

**NOMINATION #3748** by Councilor Edgar to reappoint Jane Smith to the Inland Wetland and Watercourse Agency for a term which expires 06/30/2020.

Councilor Edgar stated Jane Smith has been on Inland Wetlands for at least four years. He noted she was originally placed on that agency when the Town Manager made the appointments before the Council did. He stated Ms. Smith is an engineer and has excellent qualifications. He noted the question first came up as to whether she's a voter, and the next question was whether she was a citizen. He stated this went to the Town Attorney for his opinion, and he stated it was at the discretion of the Council. He noted because of her qualifications as an engineer and the work that she has done, they looked at this as a reappointment. He stated there's a question on the citizenship. He reminded the Council that you don't have to be a citizen to serve in the military for this country, and this is a local appointment at the Council's discretion.

Councilor Arnone stated Ms. Smith is a resident. Councilor Edgar stated at the present she is a Canadian citizen and is going through the paperwork to become a dual citizen, and as soon as that dual citizenship is effective, she will register to vote.

Councilor Arnone stated he recalls her application, and her qualifications were impeccable and solid. He noted they're fortunate to have people come forward with this much knowledge, especially in wetlands.

Councilor Stokes stated based on this, he will vote for her and congratulate her on putting forth the paperwork for dual citizenship.

Councilor Lee stated he posed a few more questions to the Town Attorney after getting his opinion. Attorney Bromson stated his belief he did not receive anything after the opinion. Councilor Lee noted part of the State Constitution states, "any elector is eligible to hold any seat or office in the State of Connecticut". Attorney Bromson stated under the Town Charter and the statutes that were looked at, she's eligible. He noted it's really a policy decision of the Council going forward as to how they want to do this. He stated she would not be eligible for other boards and commissions because they have other specific requirements that she does not meet, but Inlands/Wetlands doesn't require that, therefore, it's within the discretion of the Council. He stated if there is another question, that should be forwarded to him. Councilor Lee stated he will resend his question.

Councilor Bosco stated he's a little uncomfortable, but he has no problem with Ms. Smith. He noted he watches those meetings, and she's very good. He stated he would like to table this for one more meeting.

Councilor Edgar stated Ms. Smith's term ended June 30<sup>th</sup>, and the Inland/Wetlands Agency has difficulty making quorums.

**MOTION #3748A** by Councilor Cekala, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3748A** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Jane Smith reappointed to the Inland Wetland and Watercourse Agency by a 7-1-0 vote, with Councilor Lee voting against.

**MOTION #3749** by Councilor Stokes, seconded by Councilor Szewczak to remove Item #26 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3749** adopted 8-0-0.

**NOMINATION #3750** by Councilor Stokes to reappoint Richard Regnier (R) to the North Central District Health Department Board of Directors for a term that expires 06/30/2019.

**MOTION #3751** by Councilor Stokes, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3751** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Richard Regnier reappointed to the North Central District Health Department Board of Directors by an 8-0-0 vote.

All other appointments remained tabled.

**MOTION #3752** by Councilor Bosco, seconded by Councilor Arnone to remove Item H. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3752** adopted 8-0-0.

**DISCUSSION/RESOLUTION: RESOLUTION TO AMEND CHAPTER 58 OF THE TOWN CODE OF ENFIELD, ARTICLE II, HAWKERS, PEDDLERS AND AUCTIONEERS, SECTION 58-35. MOBILE VENDORS**

Mr. Chodkowski stated Attorney Bromson was able to provide an opinion late Friday afternoon with some concerns about some of the language in the code regarding clarification and enforcement issues. He advised leaving this item tabled for one following meeting so staff can address the Attorney's points and concerns.



Councilor Bosco stated he is against food trucks on public property because they compete with restaurants. He noted events such as the Little League or fishing tournaments should be able to have a food truck at their function. He went on to note that established restaurants are not allowed to erect certain signage to attract business, but food trucks are able to do so because they have a sign on their truck.

Councilor Arnone stated they're not really designating spots, but rather making it legal to stop at a spot.

Councilor Szewczak stated the Health Department stated all these food trucks have to be tied to a commercial kitchen.

**MOTION #3754** by Councilor Edgar, seconded by Councilor Stokes to retable this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3754** adopted 8-0-0.

### **NEW BUSINESS**

**RESOLUTION #3755** by Councilor Arnone, seconded by Councilor Edgar.

RESOLVED, that the Enfield Town Council does hereby approve the three (3) year collective bargaining agreement between the Town of Enfield and the IAEP, Local #R1-717, NAGE, SEIU (Paramedics & EMT's Union) dated July 1, 2015 through June 30, 2018.

Councilor Szewczak stated employees do a great job. She noted the Town is cutting the budget and is getting less money from Hartford. She stated this has an impact of about \$100,000. She noted she cannot balance giving 2% raises every single year to everyone and seeking senior citizens receiving a zero COLA. She stated although she supports the work done by these employees, she does not support this increase.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3755** adopted 6-2-0, with Councilors Davis and Szewczak voting against the resolution.

**NOMINATION #3756** by Councilor Arnone to appoint Eric Jorgensen (R) to the Enfield Housing Authority for a term which expires 11/30/2020.

**MOTION #3757** by Councilor Edgar, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3757** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Eric Jorgensen appointed to the Housing Authority by an 8-0-0 vote.

## MISCELLANEOUS

**MOTION #3758** by Councilor Stokes, seconded by Councilor Arnone to adopt the  
Consent Agenda.      Transfer \$2,500 – Recreation  
Dispose of Surplus Property

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3758** adopted 8-0-0.

**RESOLUTION #3759** by Councilor Szewczak, seconded by Councilor Arnone.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

|     |                           |             |
|-----|---------------------------|-------------|
| TO: | CIP                       |             |
|     | Future Town Road Projects | \$14,433.54 |
|     | 31008530-545000           |             |

FROM: CIP  
Thompsonville Village Center Painting \$14,433.54  
31008864-543100

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of June 28, 2016.

/s/ John Wilcox, Acting Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3759** adopted 8-0-0.

**RESOLUTION #3760** by Councilor Edgar, seconded by Councilor Arnone.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

|     |                    |                 |             |
|-----|--------------------|-----------------|-------------|
| TO: | 1300 Town Attorney |                 |             |
|     | Salaries           | 10130000-511000 | \$18,068.04 |
|     | Stipend            | 10130000-516000 | \$ 1,326.52 |
|     | Life Insurance     | 10130000-521500 | \$ 134.05   |
|     | Social Security    | 10130000-522000 | \$ 1,054.90 |
|     | Medicare           | 10130000-522100 | \$ 244.81   |

|       |                    |                 |    |       |
|-------|--------------------|-----------------|----|-------|
| FROM: | 1300 Town Attorney |                 |    |       |
|       | Postage            | 10130000-553500 | \$ | 30.00 |
|       | Travel             | 10130000-558000 | \$ | 50.00 |
|       | Office Supplies    | 10130000-561200 | \$ | 34.47 |

|              |                 |             |
|--------------|-----------------|-------------|
| Publications | 10130000-564300 | \$ 206.41   |
| Contingency  | 10800092-584000 | \$20,507.44 |

**CERTIFICATION:** I hereby certify that the above-stated funds are available of June, 2016.

/s/ John Wilcox., Acting Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3760** adopted 8-0-0.

**RESOLUTION #3761** by Councilor Edgar, seconded by Councilor Arnone.

WHEREAS, on May 2, 2016 the Town of Enfield budget adopted a Total School Appropriation of \$67,626,095; and

WHEREAS, the adopted budget included estimates of educational funding from the State of Connecticut for:

Public School Transportation of \$301,902 (account 10040000 4133340),  
Non-Public School Transportation of \$134,934 (account 10040000 413350);  
Education Cost Sharing of \$28,010,943 (account 10040000 413300); and

WHEREAS, the adopted budget of the State of Connecticut reduced funding for Public School Transportation by \$301,902 and for Non-Public School Transportation by \$134,934; and

WHEREAS, the adopted budget of the State of Connecticut increased funding for Education Cost Sharing by \$700,190; and

WHEREAS, the Town of Enfield will receive a net increase of \$363,354 in educational funding from the State of Connecticut; and

WHEREAS, the Town of Enfield desires to increase the appropriation to the Town of Enfield Board of Education by the amount of \$363,354, which is the net increase in educational funding from the State of Connecticut.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Enfield hereby approves the \$363,354 increase in the Total School Appropriation to \$67,989,449.

BE IT FURTHER RESOLVED, the Town of Enfield adopted budget for Public School Transportation (Account 10040000 413340) will be reduced by \$301,902.

BE IT FURTHER RESOLVED, the Town of Enfield adopted budget for Non-Public School Transportation (Account 10040000 413350) will be reduced by \$134,934.

BE IT FURTHER RESOLVED, the Town of Enfield adopted budget for Educational Cost Sharing (Account 10040000 413300) will be increased by \$800,190.

Mr. Chodkowski explained the Town Council pledged to fund the school's budget at a particular level, and in the event the funds from the State to the school system were not to the level pledged, the Town would cover the difference in the budget.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3761** adopted 8-0-0.

**RESOLUTION #3762** by Councilor Edgar, seconded by Councilor Szewczak.

WHEREAS, on May 2, 2016 the Town Council adopted the Annual Budget for the Town of Enfield for Fiscal Year 2016-2017;

WHEREAS, the adopted Annual Budget included estimates of non-educational funding from the State of Connecticut;

WHEREAS, the State of Connecticut adopted the State Budget subsequent to May 2, 2016;

WHEREAS, the State's appropriation for non-educational funding to the Town of Enfield was \$642,621 less than estimated;

WHEREAS, in order to offset the reduction in the State's appropriation for non-educational funding, each Town Department has submitted reductions to their individual budgets, as set forth on Attachment A.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Enfield hereby approves the budget reductions as set forth on Attachment A.

Mr. Chodkowski stated there are no scheduled reductions in programming or services as a result of these cuts.

Councilor Stokes stated the directors of each department came in and shared their budget, and then were asked to cut back. He commended those directors for their efforts.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3762** adopted 8-0-0.

**RESOLUTION #3763** by Councilor Szewczak, seconded by Councilor Davis.

RESOLVED, that the Town Manager, Bryan R.H. Chodkowski, is empowered to enter into and amend contractual instruments, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with the Connecticut State Library and to affix the Corporate Seal.

Mr. Chodkowski commended Director of Libraries, Jason Neely, who found this grant opportunity, and he took the effort and time to put together the initial application information, which the Council is approving tonight.

Councilor Lee questioned the turnaround time for this grant, and Mr. Chodkowski stated his understanding they should have a decision by the end of the year.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3763** adopted 8-0-0.

**RESOLUTION #3764** by Councilor Szewczak, seconded by Councilor Stokes.

RESOLVED, that the Town Manager, Bryan R.H. Chodkowski is empowered to enter into and amend contractual instruments, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with East of the River Action for Substance Abuse-Elimination, Inc. for FY 2016-2017 and to affix the Corporate Seal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3764** adopted 8-0-0.

### **PUBLIC COMMUNICATIONS**

Robert Tkacz, Frew Terrace

Stated many food trucks are a cover for gambling activities.

Mr. Tkacz stated there are big problems with energy loss, more so with Town buildings rather than school buildings, i.e., the Lamagna Center and EMS facility.

Mr. Tkacz stated to hold elected office, you don't have to be a citizen. He noted if there are restrictions on some committees, those are unconstitutional because the people who drew up the Declaration of Independence and the Constitution were non-citizens. He noted if there are any restrictions on non-citizens, the Council should look at its Charter and change it.

Jack Sheridan, 7 Buchanan Road

Referring to energy performance contracting and the last presentation, a remark was made that they never go over budget. He noted he asked the question at that time how they never go over budget, and the answer was that they stop work when they run out of money. He stated the Council should keep that in mind. He noted someone is making money with this deal because they cannot provide that much equity up front in equipment without making money on the deal, and the contractor is trying to make the Town believe it's free.

Mr. Sheridan stated Enfield isn't saving any money by closing Fermi. He noted the Town should make Fermi a revenue source.

Thomas Regan, 25 Ryefield Drive

Referred to energy performance contracting and noted technology is always changing.

### **COUNCILOR COMMUNICATIONS**

Councilor Szewczak stated the high schools were combined because they didn't have a population large enough to support the programs that the students need. She noted with all the students in one place, it allows for program expansion. She feels the new renovated high school should be held up as a shining star.

Councilor Arnone stated the energy performance contracting company will be paid \$11 million dollars, and they're not going to give the Town anything for free. He noted the Town will be paying them for their services to upgrade the buildings. He stated the money saved in oil and lighting will all go to pay the bond. He agreed the contractor will make money because that's capitalism. He noted the Town, in the long-run, doesn't have to ask the taxpayers to pay for that bond, but rather the energy efficiency received in those buildings will pay the bond for the taxpayers.

Referring to energy performance contracting, Councilor Bosco stated everyone needs to get on the same page, and they need a plan they can present to people. He noted they should have a list of people who want to be notified when the presentation is made.

Councilor Cekala thanked those citizens who spoke on this topic tonight. She noted these upgrades have to be done, and performance contracting is a creative way to do this.

Councilor Lee stated they added Peregrine Energy as a third party consultant, who can validate what the consultants are saying. He feels this makes it a much more transparent process. He requested the Town Manager invite Peregrine to a meeting as well.

### **ADJOURNMENT**

**MOTION #3765** by Councilor Arnone, seconded by Councilor Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3765** adopted 8-0-0, and the meeting stood adjourned at 9:10 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council

Appended to minutes  
of July 5, 2016 Regular  
Town Council Meeting  
See Page 11

ENFIELD TOWN COUNCIL  
REQUEST FOR TRANSFER OF FUNDS  
RESOLUTION NO. \_\_\_\_\_

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

|       |                             |                  |            |
|-------|-----------------------------|------------------|------------|
| TO:   | Recreation Swimming Program |                  |            |
|       | Salaries – Temp/Seasonal    | 261-36300-513000 | \$2,500.00 |
| FROM: | Recreation Administration   |                  |            |
|       | Salaries – Temp/Seasonal    | 261-36001-513000 | \$2,500.00 |

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 28, 2016.

|   |                              |
|---|------------------------------|
| s/s John Wilcox, Acting Director of Finance | Date 06/28/2016              |
| APPROVED BY: _____                          | Town Manager Date 06/29/2016 |

Appended to minutes  
of July 5, 2016 Regular  
Town Council Meeting  
See Page 11

WHEREAS, the Town of Enfield adopted Resolution #3002 establishing a policy for the Disposition of Town-Owned Surplus Personal Property;

WHEREAS, Surplus Property is defined as “tangible personal property owned by the Town of Enfield that has been determined to be unneeded presently or in the foreseeable future, or that is no longer of value or use to the Town”;

WHEREAS, the Policy requires that the Town Council approve the disposition of Surplus Property valued at Two Thousand Dollars (\$2,000) or more;

WHEREAS, the Department of Public Works has identified the property listed on the Attachment A as Surplus Property valued at Two Thousand Dollars (\$2,000) or more;

WHEREAS, the Town Manager has reviewed the recommendations by the Department of Public Works and now seeks Town Council approval;

NOW, THEREFORE, BE IT RESOLVED, the disposal of the property listed on Attachment A, pursuant to the policy for the Disposition of Town-Owned Surplus Personal Property, is hereby approved.

Attachment A

| <u>YEAR VEHICLE/EQUIP</u>                                | <u>SERIAL/VIN#</u> | <u>MILEAGE/HRS</u>            | <u>EST.<br/>VALUE</u> |
|--|--------------------|-------------------------------|-----------------------|
| John Deere Telehandler<br>3200 Extend A Boom             | Z03200X204162      | 172,515 miles<br>4,929 hours  | \$17,500              |
| 2001 International 2674<br>6x4 Roll-Off                  | 1HTGLAHT61H378596  | 742,000 miles<br>21,200 hours | \$5,000               |
| 2003 Ford F550 4x4<br>Plow Truck/All Season<br>Dump Body | 1FDAF57P73ED00396  | 72,000 miles                  | \$7,000               |
| 2009 Dodge 4500<br>Ambulance                             | 3D6WC66L19G542023  | 173,616 miles                 | \$16,000-<br>\$20,000 |





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## TOWN OF ENFIELD

**TO:** Enfield Town Council

**FROM:** Bryan R.H. Chodkowski,  
Town Manager

**DATE:** July 29, 2016

**RE:** Bi-Monthly Projects & Activities Report (PAR)

**CC:** Town Department Directors &  
Direct Reports

The following is a brief summary of activities and their progress over the last five weeks. The title-lines highlighted in yellow represent areas where information reported has changed from previous Projects & Activities Reports.

### TOWN MANAGER'S OFFICE:

**General Comments:** Please be advised that beginning the evening of Friday, August 5, thru the morning of Tuesday, August 9; I will be in Dayton, OH. I will be returning to the office the afternoon of Tuesday, August 9. As always, I remain available via my work cell phone, personal cell phone, and email.

**Hazardville Institute Renovation Grant:** We are working with the Institute and the Town Attorney's Office to provide the Institute with the necessary means to access the pledge funds and begin their desired work. Council will be provided updates as appropriate on this subject.

**Clean Energy Committee:** The Committee members manned a table on Saturday during the Fourth of July Celebration and continue planning the best way to support the Energy Performance Contract Referendum this fall. To share the importance of this issue, Committee members are posting on local Facebook forums, participating in the Farmers Market, and reaching out to Enfield Public Schools for additional support.

**JFK Pre-Referendum Committee:** The Committee met again on July 27. During this meeting, the Committee discussed athletic spaces and fields at JFK with EPS Coordinator of Athletics, Mr. Barry Bernstein. Additionally, representatives from the Enfield High School project were in attendance to offer some guidance and advice based on their experiences.

**Development Services Committee:** The Development Services Committee met on July 13 to discuss the Town's acquisition of parcels from the Tax Sale. Additional information was requested to be provided by August 1 and the scheduling of a follow-up meeting is pending.



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## TOWN OF ENFIELD

**Joint Facilities Committee:** On July 21, this Committee convened its first meeting. Following some general discussion on how best to approach its charge, the Committee requested some supporting documents in advance of its next meeting on August 18.

### E-TV

**High School Graduations:** DVD's continue to be sold at the reception desk at the Town Hall. They are \$10.00 each, cash only. They will continue to be sold until September 1 at which time they can be purchased by contacting E-TV at [etv@enfield.org](mailto:etv@enfield.org).

**Internship Program:** Our summer interns are busy creating a documentary about the heroin problem here in Enfield. Their interviews and B-roll have been filmed and are now going into post production editing.

**4th of July Town Celebration:** The Fourth of July Celebration highlights are running on E-TV and can be viewed on the E-TV YouTube site. The parade and fireworks are also viewable on the E-TV channel, (CH 16 on Cox and CH 99 on Frontier) and on our YouTube site.

### FINANCE:

**FY 2015/2016 Year End:** Finance is in the process of entering final revenue and expense data for FY16. This is expected to be completed around mid-September. The auditors from Blum Shapiro performed some preliminary audit testing in July and will return to complete their audit procedures in September or October.

**Tax Assessment:** 2017 is an interim revaluation year meaning only properties that have transferred ownership or have had building permits issued in the past 2 years are inspected. Vision Government Solutions is in the process of performing these inspections. The process will be ongoing through the fall and will be completed in January 2017.

**Bond Anticipation Note (BANs) Issue:** Finance has received proposals for \$47 million in bond anticipation notes. This issuance is broken down as follows: \$25 million for the High School project, \$20 million for Roads 2015 and \$2 million for the Water Pollution Control Facility. The closing date for these transactions is August 10, 2016.



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## TOWN OF ENFIELD

### **LIBRARY:**

**Library Programing:** The Enfield Public Library launched Hoopla Digital on Monday, July 25. This service will allow Enfield residents to download or stream eBooks, eAudiobooks, music, and movies from their smartphone, tablet, or computer. Our Summer Reading Program has been well received with highlights being an outdoor screening of Kung Fu Panda III, a Tie-Dye T-shirt program, and a juggling program. Children's staff is making weekly outreach visits to the Summer Escape Camp at JFK and the Lunch Bunch at St. Patrick's Church. Our Children's Department has purchased Launchpads, tablets preloaded with age appropriate educational games. We will begin circulating these at the end of July.

**Regional Involvement:** Our Library Director, Jason Neely, was nominated to the Library Connection, Inc. (LCI) Finance Committee. LCI is a partnership amongst 30 regional library districts to enhance the end-users resources.

**June 2016 Statistics:** Last month, on average, 817 people visited Town libraries each day. Library staff answered 1,000 more reference questions than the previous month and we issued new library cards to 157 residents.

### **HUMAN RESOURCES:**

**EMS Contract Signed:** On July 5, 2016 the EMS contract was adopted by the Town Council and both parties have since signed the contract. The department is in the process of implementing the new wages, HSA health insurance, and any other changes that took effect.

**Clerical Union Negotiations:** The Town is waiting for a formal response from the Union regarding the Town's last best offer. The Union President and Union Attorney have been on consecutive vacation schedules and have not been able to hold a formal meeting with their membership according to their bylaws. The Town is expecting a response imminently.

**Professional & Technical Union and Supervisory Union:** On July 21, 2016, the P&T Union and Supervisory Union met with the Town's negotiation team to formally start the process of contract negotiations. The first meeting for exchanging initial proposals will take place on September 15, 2016.

### **TOWN CLERK:**

**Land Record Management Grant:** The Connecticut State Library has approved a grant of \$5,000 for a project to allow additional land record document images to be integrated with the existing electronic land record data. The additional images will provide an in-house electronic search from January 1976 forward. The goal is to continue adding images back to 1970. The final years will be completed in-house by Town Clerk staff.



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## TOWN OF ENFIELD

### TOWN CLERK (Cont'd):

**Records Management:** Inactive Public Works records from the PW/ADM building were moved to the new Public Works record annex that is located in two former classrooms at Fermi. In anticipation of their move to the FRC building, Records Management assisted Social Services Administration by removing records from the building at 100 High Street and either drafting disposal authorizations for eligible records or cataloging and boxing records for archiving those records at the RIM record annex at Alcorn School.

### POLICE:

**Community Relations:** The Police Department has partnered with a new community group called the Friends of the Enfield Police Department. The group was formed by residents to support the police officers in Enfield. Chief Sferrazza recently met with them to discuss how to accomplish the group's mission. Also, following the recent police tragedies in Dallas, TX and Baton Rouge, LA, there has been an outpouring of support for Enfield police officers from residents. Cards, flowers, baked goods and other items have been delivered to the police department in recent weeks. Residents have also called and stopped in to express their condolences for the recent losses the law enforcement community has suffered.

**K-9 Unit Update:** The Police Department has acquired a new K-9, Nova, who will be starting the CT State Police Training Academy in September. Nova is a 2 year old German Shepard who comes to us from the country of Slovensko. Nova will be in the academy for a total of sixteen weeks and, upon graduation, will be working the streets with handler Off. Mike Colantuono.

### ECONOMIC DEVELOPMENT:

**25 Bacon Rd.:** The CD office and Town Manger continue to work with the new buyers of the former Hallmark site. The company, WE 25 Bacon LLC, is aggressively marketing the property and already has prospective users in mind. We anticipate the company will approach the Town regarding a potential Tax Assessment Agreement once new tenants have been identified.

**Enfield Economic Development Committee:** DCD Bryanton and Town Manager continue to facilitate discussion with the Committee on how best to invest its time with supporting economic development in Enfield. During their July meeting, staff reviewed with them the details of Tax Increment Financing (TIF). In August, the Committee will be talking about specific tasks and projects they might be able to undertake to help facilitate economic development.



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## TOWN OF ENFIELD

### COMMUNITY DEVELOPMENT:

**Thompsonville Bike Path:** The CD office and Public Works continue to develop plans for the Thompsonville bike path which will link the Route 190 Bridge bike path to the Freshwater Pond recreational area. The project is being funded through a \$698,000 LOTCIP grant obtained this year. Recent work includes traffic counts on Franklin Street.

**River Access Project:** Town and State officials recently met to discuss the potential repurposing of \$2.8 million in federal earmark funds designated for the Town's River Access Project. ConnDOT had suggested using the funds which date back to 2005 for rehabilitation work on the Route 190 Bridge. The Town is working with CRCOG to retain the funds to construct a bike path link from the Freshwater Pond recreational area to the Connecticut River utilizing the Asnuntuck Street underpass as the "high-speed rail crossing". Plans have been submitted to ConnDOT for their review.

**Community & Farmers Market:** The market is now in its third week of this season and doing very well. We have increased the number of vendors from last year and are seeing more customers as well. The Community Gardens are also doing very well. All of the plots have been taken and the gardens are blooming.

**Brownfield Remediation Grant:** The Town was recently awarded a \$550,000 Remediation Action and Redevelopment Grant from the CT Department of Economic and Community Development. The funds will be used to clean-up this substantially blighted and contaminated property for its eventual reuse as industrial property.

**One Main St. Property:** Our office continues to work with our environmental attorneys at Shipman & Goodwin to finalize the terms of an access agreement with Eversource. The latest version was reviewed by the Town Attorney's office and forwarded back to Eversource for final revisions. We are hoping to get on site to perform environmental testing by September 2016. Beyond that, the Town continues to seek out funding sources for rail station construction.

### BUILDING SERVICES:

**25 Bacon Road:** Building Service staff have met with the owners of this property. The discussion was to review and evaluate the new owner's renovation plans for this facility.



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## TOWN OF ENFIELD

### PLANNING & ZONING:

**Land Use Approvals:** Over the last 60 days the Wetlands and Planning and Zoning Commissions have issued approvals for the following projects;

- 144 and 146 South Rd., Garden Center and related uses
- 7 & 9 Anngina Dr., addition for Precision Camera
- 699 Enfield St., Amped Fitness,
- 10 Hazard Ave., McDonalds remodel
- Stop and Shop Plaza, New Smashburger Restaurant,
- 143-153 Elm St., Zoning district map change from Residential to Business local

**Pre-Application Assistance:** Staff has recently or continues to provide developers and property owners with advance support on the following projects;

- Camerota Truck, new 100,000 square foot building, Shaker Rd.
- Winstanley Enterprises, new 1 million square foot building, Bacon Rd.
- New Pride Bakery, Enfield St. at Town Line
- Conversion of Namco building 1551 King St. to office/warehouse use
- Rebuild of Yankee Castings, Shaker Rd.
- Professional office development 35,000 square feet on Hazard Ave., adjacent to and rear of Country Diner
- Two building expansions, Industrial Park

**Permitting:** In the Last 90 days, the department has issued the following permits;

|   |     |
|---|-----|
| • Commercial additions and alterations  | 43  |
| • Residential additions and alterations | 152 |
| • Swimming pools                        | 34  |
| • Decks                                 | 18  |
| • Sheds                                 | 17  |
| • Inland Wetlands                       | 92  |

**Customer Service:** Month-to-date; the department has averaged just under 15 walk-in customers and 3 written or emailed requests for assistance per day.

**Enforcement Activities:** Since May, the department has processed approximately 90 zoning cases to-date as well as carrying an average of 50 property maintenance cases at any one time.

### EMS:

**Medic 3 Refurbishment:** The Ambulance Specifications Team has begun the initial review of the proposal for the re-chassis of the 2010 Ambulance (Medic 3) from our builder, American Emergency Vehicles. Council will be provided updates as appropriate on this subject.



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## TOWN OF ENFIELD

### EMS (Cont'd)

**Statistical Data:** The following information shows the department's call volume for June 2016:

| CALL TYPE                    | Jun-16      |
|------------------------------|-------------|
| <b>Trauma</b>                | 138 (total) |
| Motor Vehicle Collision      | 39 (28%)    |
| Falls                        | 62 (45%)    |
| Other                        | 37 (27%)    |
| <b>Medical</b>               |             |
| Cardiac Issues               | 42          |
| CPR                          | 5           |
| Respiratory Issue            | 36          |
| Allergic/Anaphylaxis         | 1           |
| Possible O.D.                | 7           |
| Administration of Narcan     | 4           |
| Behavioral Health -incl PCs  | 62          |
|                              |             |
| <b>Lift Assist</b>           | 31          |
|                              |             |
| <b>Average Response Time</b> | 6:57        |
|                              |             |
| <b>All Calls Total:</b>      | <b>531</b>  |
|                              |             |

### INFORMATION TECHNOLOGY:

**Enfield Public Schools:** As part of the Enfield High School Renovation Project, IT has completed relocating the Internet Fiber Connection from Fermi High School to Enfield High School. This will improve services and reliability in the event of a power outage.

**Current/Recent Projects:** IT has reduced costs and increased bandwidth by converting internet services over to the State provided CEN connection. Town employees, patrons, and visitors will be provided a faster connection at a lower cost to the town. IT has replaced telephone services from EarthLink to Windstream in an effort to reduce costs and improve services/reliability for telephone connections. This will be deployed for all town and school locations in August.





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## TOWN OF ENFIELD

### RECREATION:

**Prudence Crandall Playscape:** The facility's playscape has been ordered. Estimated delivery date is the week of August 29.

**Recreational Programing:** Summer programs will be wrapping up the last week of August. Free, end of the season events include the Summer Carnival – Thursday, August 4 at Fermi tennis courts from 6:00-8:00 PM and the End of Summer Pool Bash – Thursday, August 11 at the Angelo Lamagna Activity Center Pool from 12:00-3:00 PM. This event is co-sponsored by the Enfield Police Department.

**ALAC Pool:** The Angelo Lamagna Activity Center Pool closes for the season on August 19.

### SOCIAL SERVICES:

**Grant Update:** DSS has received notification of two grant awards from the North Central Area Agency on Aging - \$4,000 to support Elderly Outreach Services through the Neighborhood Services Division and \$20,000 for the Adult Day Center Alzheimer's Support Project.

**Senior Survey Highlights** – Staff assisted those attending the Senior Picnic in June with completing a survey on their current and projected long term support service needs. Of the 101 seniors taking the survey, 78% drive their own vehicles, 83% described their health status as good or excellent, 77% live in their own home, and 57% get most of their information through newspapers. 20% of the respondents use Dial-A-Ride services, 12% receive Veteran's benefits and only 4% get congregate or home delivered meals. 87% of the respondents were 60 years or older.

**Relocation** - Renovations to 110 High Street are nearly complete and a mid-August move is anticipated for the DSS staff currently housed at 100 High Street. No disruption to client services is expected.

**Social Work Services**– hiring of part-time Social Work staff at the Senior Center and Adult Day Center has been delayed to offset budget reductions. A short-term plan to outstation existing Neighborhood Services Social Work and Case Work staff to the Senior Center for 14 hours per week and to the ADC for 10 hours a week will be in place from August 1 through October 31.

### PUBLIC WORKS:

**Crescent Lake Association:** The additional information requested by Council at its July 5, 2016 Special Meeting has been provided and this matter is scheduled for further discussion in the Special Session on August 1, 2016.





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## TOWN OF ENFIELD

### **PUBLIC WORKS (Cont'd):**

**2015 ROADS Project Updates:** Work on the following roads and street projects is either underway or about to begin: Taylor Rd., Park St., North St., High St., Grant St., Sapphire St., several roads in the Green Manor subdivision, and the current crack-sealing project. Updates on these projects are regularly posted by Town Engineer, Donald Nunes, the first part of each week on the Town's web site: <http://www.enfield-ct.gov/371/Construction-Project-Updates>.

**Manhole Lid Offset & Adjustment Inquiry:** The Town is aware that adjustments to certain manhole lids are necessary on roads that received treatment under recent pavement preservation efforts, including Washington Road and the southern portion of Raffia Road. DPW staff is preparing a schedule to perform this work. As for the northern portion of Raffia Road, this work was performed in 2011-12. Over the next several weeks, DPW staff will evaluate the manholes on this northern stretch of Raffia Road and report our findings and whether a current funding source exists to make the adjustments. Council will be provided updates as appropriate on this subject.

**Northfield St:** This road is part of the Green Manor South project. We have run into problems with the location and depth of Eversource wires in the street. We are working with Eversource to relocate their lines. The contractor has been instructed to work on the other streets in the project while this matter is resolved. Updates for this project will also be on the web site (see link above).

**Elm St. Resurfacing:** ConnDOT work on 220 is progressing per their schedule. Loop detectors at the intersections will be installed after the paving work is completed.

**Water Pollution Control Updates:** Staff/consultant efforts to finalize the Facility Plan per CT DEEP comments and direction continue. The Regulatory Compliance Officer is now on board. Field inspections for compliance with fats, oil and grease regulations will commence in two to three weeks

**100 High St Painting:** Staff is coordinating access issues with a neighboring property owner and hopes to complete this project in the next week. Once this access issue is addressed, the project should be completed by Friday, August 5.

**Refuse and Resource Management:** Staff continues working on options for refuse disposal and recycling services when our contracts with Covanta (refuse) and USA Recycling (recycling) expire on June 30, 2017. The Town has renewal options and is also working with CCSWA, a subset of CRCOG, on a regional bid.

If you have any questions or concerns regarding and of the information contained in this report, or on any other matter, please do not hesitate to contact me. I can be reached via cell phone (860-209-0969) or via email ([bchodkowski@enfield.org](mailto:bchodkowski@enfield.org)).

**ENFIELD TOWN COUNCIL**  
**ORDINANCE No. \_\_\_\_\_**

**An Ordinance to Amend Chapter 58 of the Town Code of Enfield, Article II,  
Hawkers, Peddlers and Auctioneers, Section 58-35.**

**WHEREAS**, Chapter 58, Article II of the Town Code addresses Hawkerc, Peddlers, and Auctioneers Ordinance; and

**WHEREAS**, the Town Council proposes to regulate mobile food vendors and to amend Article II to include Section 58-35, Mobile Food Vendors; and

**WHEREAS**, the Town Council held a public hearing on May 16, 2016 to receive input from the residents of the Town of Enfield regarding the proposed amendment;

**NOW, THEREFORE, BE IT ORDAINED**, by the Enfield Town Council that:

**Section 1:** Chapter 58 of the Town Code to include Section 58-35. Mobile Food Vendors, attached hereto as Exhibit A and incorporated herewith as if included herein.

**Section 2:** That this ordinance shall become effective upon the earliest date allowed under The Code of Enfield Connecticut and General Statutes of the State of Connecticut.

## ORDINANCE \_\_\_\_\_

### Exhibit A

#### Chapter 58 - PEDDLERS AND SOLICITORS

#### ARTICLE II. – HAWKERS, PEDDLERS AND AUCTIONEERS

#### Sec. 58-35. - Mobile Food Vendors

- a) A “mobile food vendor” is one who sells food and/or drink to walk-up customers from a legally operable vehicle or trailer, excluding tractor trailers, as defined in Connecticut General Statute § 14-1.
- b) A mobile food vendor shall be permitted to vend in accordance with those rules and regulations as established by the Town of Enfield. Said rules and regulations shall be established by resolution of the Town Council.
- c) Regardless of those rules and regulations as may be promulgated in subsection b) herein, no mobile food vendor shall:
  - 1) Vend without an approved permit to do so from the Town of Enfield.
  - 2) Vend from any location other than the location for which they are permitted.
  - 3) Park or stand his vehicle or trailer upon any sidewalk or sidewalk area, or upon any street, alley, highway or public thoroughfare so as to cause or increase congestion, obstruct travel or inconvenience the public. The judgment of any Town of Enfield agent vested the authority to enforce the provisions of this ordinance, exercised in good faith, shall be conclusive as to whether the area is congested, or the public impeded or inconvenienced.
  - 4) Connect to public utilities for the purpose or duration of actively vending.
- d) In addition to other penalties as ascribed by law, any vendor found to be in violation of this ordinance shall be prohibited from vending within the Town of Enfield for 365 consecutive days from date upon which said violation occurred.
- e) Any vendor who has had their license revoked by the Town may appeal that decision to a designated hearing officer pursuant to Connecticut General Statute 7-152c.



# TOWN OF ENFIELD

July 27, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for the Purposes of Performing a Splash Pad Assessment Study \$15,000**

**Highlights:**

- The Leisure Service Committee has previously discussed constructing a Splash Pad.
- 2 Moms on a Mission, a local community fundraising organization, recently met with the Leisure Service Committee and offered to raise money for the Town to construct a Splash Pad.
- The Leisure Service Committee and 2 Moms on a Mission wish to ensure that a realistic construction budget, site-selection process, and operational budget exist for the project.
- It is recommended by the Town Manager that a third-party engineer be engaged to evaluate the cost/benefit of building and maintaining a Splash Pad.

The Town has requested proposals from three of its four on-call engineers who are qualified to perform this assessment. The firms have been requested to submit proposals for this assessment by 5 PM on Friday, July 29. After review by staff, the most appropriate firm will be selected to perform the assessment study.

2 Moms on a Mission would like to be raising funds for this project with the up-coming school year. As such, the timeliness on this project is a consideration.

**Budget Impact:**

This legislative action will reduce the Unallocated Expenses/Contingency Account (General Fund) from \$212,000 to \$197,000.

**Recommendation:**

It is my recommendation that Council approve the transfer as requested.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Bryan R.H. Chodkowski", is written over the "Respectfully Submitted," line.

Bryan R.H. Chodkowski  
Town Manager

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**FROM:** Unallocated - Contingency

**TO:** Unallocated-Transfers to Capital

10800092-584000                      \$15,000

10800092-593010                      \$15,000

**FROM:** CIP Revenue 2017 –Trf from General Fund

**TO:** Arch & Engineering-Other Prof Fees

31042017-480001                      \$15,000

31008153-533900                      \$15,000

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of July 26, 2016.



**John A. Wilcox, Director of Finance**

**APPROVED BY:** \_\_\_\_\_



**Town Manager**

**Date:** \_\_\_\_\_

7/28/16



# TOWN OF ENFIELD

July 27, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Performing a School Infrastructure and Educational Needs Assessment Study on John F. Kennedy Middle School \$75,000**

**Highlights:**

- The JFK Pre-Referendum Committee has been established to review, evaluate, and recommend the necessary improvements and modifications to the current JFK Middle School.
- The Committee wishes to engage a professional firm to assist them in their charge.
- It is the opinion of the Committee that the engineering firm of Silver Petrucelli, currently working on the Enfield High School Project, has developed a knowledge of the Town which lends them a uniquely qualified position to assist the Committee in its task.
- The timeliness of this project is important if a ballot question involving the future of JFK Middle School is to be presented to the electorate in November 2017.
- While Silver Petrucelli is an on-call vendor to the Town, the proposal amount is in excess of the Charter limit of \$15,000 and a bid waiver is being requested.

**Budget Impact:**

This legislative action will reduce the Unallocated Expenses/Contingency Account (General Fund) from \$197,000 to \$122,000.

**Recommendation:**

It is my recommendation that Council approve the transfer as requested.

Respectfully Submitted,

A blue ink signature of Bryan R.H. Chodkowski is written over the "Respectfully Submitted," text.

Bryan R.H. Chodkowski  
Town Manager

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**FROM:** Unallocated - Contingency

**TO:** Unallocated-Transfers to Capital

10800092-584000                      \$75,000

10800092-593010                      \$75,000

**FROM:** CIP Revenue 2017 –Trf from General Fund

**TO:** Arch & Engineering-Other Prof Fees

31042017-480001                      \$75,000

31008153-533900                      \$75,000

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of July 26, 2016.



**John A. Wilcox, Director of Finance**

**APPROVED BY:**  \_\_\_\_\_ **Town Manager**

**Date:** 7/28/16



SILVER/PETRUCELLI+ASSOCIATES

*Architects / Engineers / Interior Designers*

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 x200 Fax: 203 230 8247

*silverpetrucelli.com*



June 28, 2016

John F. Kennedy Middle School Pre-Referendum Committee  
Attn: Bryan Chodkowski  
Town of Enfield  
820 Enfield Street  
Enfield, CT 06082



Re: Architecture and Engineering Services Proposal  
John F. Kennedy Middle School Infrastructure and Educational Needs Assessment  
S/P+A Project No. 16.136

Dear Committee Members:

With reference to our discussions last week, Silver / Petrucelli + Associates is pleased to submit this proposal to assist the Town of Enfield with the modernization and improvements of this grade 6-8 school that will serve the changing student population needs into the foreseeable future. Our work is to determine the short and long term needs of the facility, analyzing how this Middle school can effectively be reprogrammed and retooled for current educational program needs while addressing technological opportunities. We will analyze the core spaces and activities, and prioritize improvements and upgrades to the educational facilities, building systems, and athletic fields as well as modernizing the food service, cafeteria, MEP and environmental systems that will be needed to serve the town and educators for at least the next 20 years. The study will also incorporate and reference the State Security and space standards guidelines and the State grant process for this project, and we will express the facility's needs in both the short term and long range vision as we establish priorities for the modernization and possible expansion.

The primary goal of this study is to evaluate the existing building, and spaces for their adaptability for the future use. We will develop a report that will outline any areas of concern regarding the reconfiguration and/or relocation of programs, the current facility conditions, and the mechanical, electrical, plumbing and fire protection conditions and future needs. We will include preliminary designs for the anticipated program changes and enrollment estimates. We will evaluate the physical adequacy of the existing building to meet the current code, ADA standards, and State educational guidelines. We will identify options along with the pros and cons to address these concerns. We will prepare an opinion of probable construction cost for both short term and long range needs based on the preliminary design and options identified.

We believe that the following services will be required to yield the study that you have requested.



### EVALUATION/STUDY

1. We will initiate the project with a programming meeting with BOE and Town staff to review the programs and explore development details further. We will seek information on use patterns, scheduling, diversity, special education and use of facilities, as well as any unique furniture and equipment particulars, space requirements, etc. We will translate these interviews, observations and program information into a space program summary, quantifying the current and future space needs against the total space available for reuse.
2. We will field investigate the existing conditions of the affected spaces at John F. Kennedy School, including existing space layouts and general building code conditions that may influence the modern middle school program, conversion needs (if any) of restroom facilities and classrooms, and unique separation requirements in the large common and assembly spaces. We will field verify the general layout information that is available in existing condition plans that is available to us, and this information will be entered into our base CAD plans for use in developing alternative layouts. Our mechanical and electrical engineers will field verify the MEP systems in the school to determine their condition, age and potential for reconfiguration and reuse.
3. We will translate the program needs, adjacencies and future space requirements into alternative block layout solutions, presenting options of use and space relationships that will be reviewed in detail with the staff. We will explore and document some of the more significant code implications (if any) of the project.
4. We will integrate options for secure and accessible building entry at the visitor entries as well as the ongoing discussion of and implementation of the *School Safety Infrastructure Standards*.
5. After revising the plans based on our initial plan review with you, we anticipate meeting with you several more times to review the alternative layouts, revising the selected conceptual layouts and MEP options as you require, providing greater detail to fully demonstrate the space configurations, improvements, features and designs. We will develop an engineering assessment and report of the potential to reuse the HVAC systems in the school as well as recommending the necessary modifications or improvements for the anticipated relocated and new uses, for the short term occupancy and for the longer term operation of the building. We have included limited hazardous material engineering scoping, reporting and estimating services in our proposal, in order to establishing order of magnitude environmental needs without invasive testing (not at this time)
6. Final conceptual layouts will be developed as well as a narrative report of the program development, our findings and recommendations for the organization of the space modifications and relocations that are being recommended.
7. An order of magnitude construction cost budget will be developed for the options that require capital improvements, and if possible we may forecast these expenses into the foreseeable future as well as long term. The estimates will include a cost estimate for the MEP systems related to the project. We will also include reimbursement analyses should state grants be considered through the Connecticut Office of School Construction Grants.
8. Exterior elevations of any expansions or notable improvements will be developed as well as rendering studies that will help convey the scope and scale of the proposed improvements. We will also meet with the local building and fire officials to test the concepts and determine the viability of the plans as they relate to current and foreseeable codes, especially considering the anticipated code change in October of this year.

9. After your review of the draft report, we will forward the Word, PowerPoint and Excel data files along with our team's report. We will provide one set of full size prints and the CAD data files to you on disk for your archiving and use. We have included the effort required to present our findings in formal sessions to the Board of Education, the Town Council, as you direct.
10. We will prepare the proposed scheduling and phasing of planning and construction for the improvements and any expansion and the potential to swing the children into available spaces in town.
11. We will assist the committee in engaging the citizens and students in Enfield regarding the proposed improvements to solicit input, record comments, and integrate your findings back to the Town Council and the Enfield Board of Education. We will assist you as with did the Enfield HS Consolidation Committee by developing brochures, graphics and other media that can be used by local access broadcasters and web based programs.

### **SERVICES NOT INCLUDED**

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services include:

1. Schematic Design, Design Development, Construction Document or Construction Administration Services
2. Food Services or Structural engineering services.
3. Development of detailed site plans, studies or septic/off-site utility estimates.
4. State Department of Education Grant Application (SCG-049) or Development
5. Local agency approval services and PAC assistance.
6. Extensive field measuring (assumes that CAD & GIS data files are available)
7. Environmental testing, design or construction administration phase services.
8. Printing of study sets (quantity is unknown at this time)
9. Demographic studies or enrollment projections (we will use current enrollment projections)

### **COMPENSATION**

For the services listed herein, we propose a fixed fee broken into the phases that you requested, as follows:

|                                      |   |
|--------------------------------------|---|
| Program Interviews and Development:  | \$23,800 (includes meetings)              |
| Investigations and Conceptual Plans: | \$32,000 (includes meeting and revisions) |
| Draft Report:                        | \$12,000                                  |
| Presentations and Final Report:      | <u>\$ 5,100</u>                           |
| Total:                               | \$72,900                                  |

#### **Add Alternate Fee:**

After Committee Completes their Charge: \$600 per meeting

Final and Formal Printing Allowance: \$4,000 (recommended based on study prior needs)

This fee includes all customary reimbursable expenses such as travel, long distance telephone and progress printing.

Mr. Bryan Chodkowski  
John F. Kennedy Middle School Infrastructure and Educational Needs Assessment  
June 28, 2016  
Page Four

Any additional services that you may require during the project can be compensated on an hourly cost plus basis, in accordance with the attached "Standard Hourly Rate Schedule". If the scope is well defined, a mutually agreeable fixed fee can be negotiated. All other terms of our agreement will be in accordance with the Owner/Architect agreement that we developed with the Town for the High School Pre-referendum services that we will prepare for your previewing.

Invoices will be submitted monthly and shall be in proportion to the services provided. Payment is due within 30 days of receipt of invoice, with late charges assessed at the maximum permitted by state law.

#### **SCHEDULE**

We can begin our work within one (1) week of your notice to proceed and can complete the project in accordance with the Committee's needs and which relies on the availability and decisiveness of the BOE program team involved with the project.

If this proposal is acceptable for further contract development, please sign below scanning it to us and retaining the original for your files. We appreciate the opportunity to work with you on this important project. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. R. Silver', followed by a horizontal line extending to the right.

William R. Silver, AIA  
President

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
for Contract Development Town of Enfield

SILVER/PETRUCELLI+ASSOCIATES

*Architects / Engineers / Interior Designers*

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 x200 Fax: 203 230 8247

*silverpetrucelli.com*



## **STANDARD HOURLY RATES**

**2016**

| <b><u>Personnel</u></b>                                   | <b><u>Hourly Rate</u></b> |
|---|---------------------------|
| Principal/Project Manager                                 | \$186                     |
| Principal/Project Architect                               | \$173                     |
| Principal Civil Engineer                                  | \$191                     |
| Principal M/E Engineer                                    | \$186                     |
| Principal Structural Engineer                             | \$160                     |
| Sr. Structural Project Engineer                           | \$133                     |
| Sr. Project Engineer/Manager                              | \$163                     |
| Civil Engineer  | \$133                     |
| Interior Designer   | \$107                     |
| Landscape Architect                                       | \$174                     |
| Construction Administrator/Building Official/Fire Marshal | \$121                     |
| Architectural Designer/Job Captain /Specification Writer  | \$116                     |
| Project Engineer  | \$107                     |
| Civil CADD Operator                                       | \$96                      |
| Engineering Designer                                      | \$100                     |
| Architectural Draftsperson                                | \$94                      |
| Clerical/Word Processing                                  | \$80                      |

**ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**Resolution Waiving the Bid Requirements for performing a  
School Infrastructure and Educational Needs Assessment Study on John F.  
Kennedy Middle School**

**BE IT RESOLVED**, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interests of the Town to require competitive bidding for performing a School Infrastructure and Educational Needs Assessment Study on John F. Kennedy Middle School.

Date Prepared: July 27, 2016  
Prepared by: Town Manager's Office



## TOWN OF ENFIELD

July 26, 2016

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Authorizing Town Manager to sign to accept a drainage easement  
from State Department of Energy and Environmental Protection**

Councilors:

**Highlights:**

- Eds Drive Drainage Outlet project is ongoing and was reconstructed in 2015. The purpose of the project is to replace and improve the drainage outlet which is deteriorating from erosion.
- The drainage outlet is needed to keep the road well drained and prolong the life of the Town's recent investment in the road reconstruction.
- This outlet has existed without a formal drainage easement. Eds Drive was developed in the 1960's and subsequently the roads were accepted by the Town. The remaining land was turned over the State DEEP for open space along the Scantic River.
- It is recommended that the Town formalize this drainage easement, at this time.
- Property owner (State DEEP) has agreed to proposed easement.
- PZC has already reviewed and referred the easement in an 8-24 to the Town Council.

**Budget Impact:**

There is no budget impact.

**Recommendation:**

That the Enfield Town Council accepts the attached resolution to authorize Town Manager to sign the easement for the Town.

Respectfully Submitted,

John Cabibbo  
Assistant Town Engineer

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION FOR THE ACQUISITION OF AN EASEMENT ON  
EDS DRIVE**

**BE IT RESOLVED**, that Bryan R.H. Chodkowski, Town Manager of the Town Enfield be and hereby is authorized to execute on behalf of the Town of Enfield an easement to allow the Town of Enfield to construct and maintain a drop manhole system and to remove the existing drainage outlet on state land off Eds Drive in the Town of Enfield and is authorized to execute any and all documents necessary to consummate the transaction above contemplated.

This is to certify that at a duly held meeting of the Enfield Town Council of the Town of Enfield held on August 1, 2016, Bryan Chodkowski, Town Manager of said municipality was duly authorized to enter into and to sign on behalf of said municipality an easement to allow the Town of Enfield to construct and maintain a drop manhole system and to remove the existing drainage outlet on state land off Eds Drive in the Town of Enfield.

I hereby certify that the following is a true and correct copy of the Resolution adopted and ratified by Enfield Town Council at its meeting held on the first day of August, 2016.

BE IT FURTHER KNOWN that Bryan R. H. Chodkowski was Appointed Town Manager and that his term of office began on May 9, 2016 remains in effect as of the date of this resolution.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Suzanne F. Olechnicki

AFFIX SEAL





# TOWN OF ENFIELD

July 22, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Approving the Adoption of the Director of Development Services Job Description.**

Councilors:

**Highlights:**

- The Development Services Department proposes the new job description for Director of Development Services.
- This new job description allows the Town to continue its restructuring plan in the Development Services Department.
- This is a full time non-union Director position and it will replace one of the two Assistant Town Manager positions.
- This job description supersedes the job description that the Town Council tabled during the Town Council meeting held on March 7, 2016.
- The salary for this position is currently funded for only the last six (6) months of the current fiscal year at a partial salary of \$50,000/year with benefits.

**Budget Impact:**

This position will result in a zero (0) increase of dollars to the Town's budget.

**Recommendation:**

It is recommended that the Town Council adopts the attached resolution.

Respectfully Submitted,

Steve Bielenda  
Human Resources Director

**Attachments:**

1. Resolution
2. Director of Development Services Description

# ENFIELD TOWN COUNCIL

RESOLUTION NO. \_\_\_\_.

**Resolution Approving the Adoption of the Director of Development Services Job Description.**

**Resolved**, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Director of Development Services**

Date Submitted: 7-22-16

Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD  
JOB DESCRIPTION**

**DEVELOPMENT SERVICE DEPARTMENT  
DEVELOPMENT SERVICES ADMINISTRATION  
DIRECTOR OF DEVELOPMENT SERVICES**

**GENERAL STATEMENT OF DUTIES:** Highly responsible position involving the oversight and administration Town development divisions including; Building, Planning and Zoning and Community and Economic Development. Position requires considerable knowledge of municipal building, planning and zoning laws and regulations as well as the administrative functions of community and economic development programs.

**SUPERVISION RECEIVED:** Works under the general direction of the Town Manager.

**SUPERVISION EXERCISED:** Directly oversees Building Commissioner, Director of Planning, and ~~Community & Economic Development Officer.~~ **Director of Community Development and/or other positions as designated by the Town Manager.**

**ESSENTIAL JOB FUNCTIONS:**

- Directs Development Services to support the growth and redevelopment efforts of the community;
- Build and maintain strong professional working relationships with the business and development communities;
- Actively promote collaboration on multiple levels between Town, State, CRCOG, Economic Development organizations, Chambers of Commerce and the business community in general;
- Provides technical support to local and regional boards, commissions and committee's as required; consults with Town Manager and Town Council to review department operations/activities, review/resolve problems, receive advice/direction; and provide recommendations and support for Town Council goals as they relate to development services;
- Responsible for the planning, management and application of financial, human and capital resources to accomplish responsibilities assigned to the department in accordance with all applicable laws and regulations;
- Evaluates efficiency and effectiveness of department operations, procedures and use of resources; implements improvements; translates administrative and planning objectives into specific programs and projects;
- Develops, plans, implements and manages department goals and objectives consistent with approved development plans.

**OTHER JOB FUNCTIONS:** Performs related duties as required or assigned by the Town Manager.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the principles and techniques of planning, organizing, integrating and administering a comprehensive development services program in the areas of building, planning and zoning, community and economic development; demonstrate comprehensive, current knowledge of applicable codes, regulations, and standards; ability to manage human and capital resources;

demonstrate familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for department operations; ability to supervise work of subordinates and direct staff activities; Working knowledge and solid understanding of the latest industry computer programs and digital technologies; ability to communicate effectively orally and in written form; ability to administer grant programs.

**EXPERIENCE AND TRAINING:** Master's Degree in Public Administration, City or Regional Planning, Public Policy; or related field and five (5) years' experience in regional/municipal planning, housing administration, community development, economic development; **or a Bachelor's Degree in the above fields and ten (10) years' experience** or any equivalent combination of education and experience.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

Noise level in the work environment is usually quiet. Occasionally makes field visits to project sites as required.

***The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.***

Revised: PENDING APPROVAL



# TOWN OF ENFIELD

July 22, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Approving the Adoption of the Environmental, Health and Safety Manager Job Description.**

Councilors:

**Highlights:**

- The Department of Public Works proposes the new job description for Environmental, Health and Safety Manager.
- This new job description allows the Town to save money in the following ways:
  - Assumes duties traditionally outsourced to higher paid consultants.
  - Reduces accidents thereby reducing insurance premiums and indirect costs.
  - Minimizes notices of violations and costs to comply
  - Improves work place environment and health and safety of employees thereby reducing workers' compensation costs.
- This is a part-time non-union position and the work hours are going to be split 50/50 between Water Pollution Control and Department of Public Works.
- The salary for this position is \$45,760/year and was originally adopted in the current budget thereby making this job description cost neutral.

**Budget Impact:**

This position will result in a zero (0) increase of dollars to the Town's budget.

**Recommendation:**

It is recommended that the Town Council adopts the attached resolution.

Respectfully Submitted,

A handwritten signature in black ink, which appears to read "Steve Bielenda", is written over a horizontal line.

Steve Bielenda  
Human Resources Director

**Attachments:**

1. Resolution
2. Environmental, Health and Safety Manager Job Description

# **ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_.**

**Resolution Approving the Adoption of the Environmental, Health and Safety Manager Job Description.**

**Resolved**, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Environmental, Health and Safety Manager**

Date Submitted: 7-22-16

Submitted by: Steve Bielenda, Human Resources Director

## **TOWN OF ENFIELD JOB DESCRIPTION**

### **Environmental, Health and Safety Manager**

**GENERAL STATEMENT OF DUTIES:** This is a highly responsible position which has strategic and tactical responsibility for administering the Department of Public Work's environmental, health and safety programs, policies and initiatives. Ensures compliance with applicable health and safety laws, statutes and regulations. Conducts and/or coordinates relevant training, provides guidance and follow up to all DPW subdivisions.

**SUPERVISION RECEIVED:** Works under the general direction of the Director of Public Works or his/her designee.

**SUPERVISION EXERCISED:** None

#### **ESSENTIAL JOB FUNCTIONS:**

- Develop, implement, and maintain programs, systems, policies, and studies to assure Department compliance with environmental, health and safety laws and regulations
- Conduct environmental audits of Department programs and facilities
- Provide technical advice and assistance on environmental regulatory compliance issues;
- Serve as liaison with environmental regulatory agencies
- Coordinate environmental compliance training programs for Department personnel which will increase proficiency in safe practices and promote consciousness;
- Schedule safety meetings to review performance and policies
- Assist with spill response program reporting and recordkeeping requirements;
- Monitor and participate in government regulatory and legislative processes and prepare testimony on the Department's behalf.
- Overall responsibility for improving the department's safety record and assist in investigation and reporting of all project incidents including near misses.
- Address specific reporting and record keeping requirements of OSHA, CT DEEP, EPA, etc.
- Ensure all DPW project sites and field activities are in compliance with regulatory requirements.

**OTHER JOB FUNCTIONS:** Performs related duties as required or assigned by the Director of Public Works or his/her designee.

#### **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Provide effective leadership and coordinate the activities of Environmental, Health and Safety of designated employees; Analyze and define problems, identify alternative solutions, and implement recommendations in support of goals; Train and evaluate staff; Facilitate group discussions and problem solving; Interpret and apply federal, state and local policies, laws and regulations; Make effective presentations; Working knowledge and solid understanding of the latest industry computer programs and digital

technologies; Ability to communicate effectively orally and in written form; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Establish and maintain effective working relationships with those contacted in the course of work; Work in harmony with others.

**EXPERIENCE AND TRAINING:** Bachelor's degree in safety, engineering, environmental or related technical field and three to five years' experience in safety experience and environmental compliance management and auditing and /or industrial facilities or any equivalent combination of education and experience. Highly Desirable: Working knowledge of federal and state environmental laws governing wastewater and storm water discharges, chemical and fuel storage, hazardous waste, air emissions, the Clean Water Act, the Clean Air Act, RCRA, SPCC regulations, Underground Storage Tank rules, NPDES, MS4, and EPCRA. Candidate should possess excellent computer, written and verbal communication skills.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

Noise level in the work environment is usually quiet. Occasionally makes field visits to project sites as required.

***The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.***

Revised: PENDING APPROVAL





# TOWN OF ENFIELD

July 22, 2016

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Approving the Adoption of the Recreation Instructor Job Description.**

Councilors:

**Highlights:**

- The Recreation Division proposes the new job description for Recreation Instructor.
- This new job description allows the Town save money by assuming many of the responsibilities that have been traditionally outsourced at a higher rate of pay to various independent contractors.
- This is a part-time non-union position.
- The salary for this position will be directly funded out of the Recreation Division's current funding for outside programs thereby making this job description cost neutral to the current budget.

**Budget Impact:**

This position will result in a zero (0) increase of dollars to the Town's budget.

**Recommendation:**

It is recommended that the Town Council adopts the attached resolution.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Steve V. Bielenda", is written over the printed name.

Steve Bielenda  
Human Resources Director

**Attachments:**

1. Resolution
2. Recreation Instructor Job Description

# **ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_.**

**Resolution Approving the Adoption of the Recreation Instructor Job Description.**

**Resolved**, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Recreation Instructor**

Date Submitted: 7-22-16

Submitted by: Steve Bielenda, Human Resources Director

**TOWN OF ENFIELD**  
**Job Description**

**RECREATION INSTRUCTOR**

**General Statement of Duties:** Recreation Instructors plan, schedule and conduct classes in assigned program areas such as, arts and crafts, dance, sports, fitness, and personal development classes which are offered for all ages.

**Supervision Received:** Recreation Instructors work under the general direction of the Assistant Recreation Supervisor and/or the Program Coordinator. Work is subject to review for conformance to general department procedures and results obtained.

**Supervision Exercised:** This position does not include supervision of other personnel or volunteers.

**Essential Job Functions:**

- Designing the course and writing course descriptions.
- Developing and submitting a lesson plan and materials list.
- Organizes materials for class instruction and completes preparation accordingly.
- Instructs classes, activities, or games in an area of expertise according to the plan.
- Works directly with class participants.
- Ability to teach students who have a wide variety of experience and aptitude.
- Effectively conveying the information that was advertised to participants.
- Ability to communicate clearly and effectively, orally and in writing, and/or by whatever creative means are necessary to cross communication barriers.

**Other Job Functions:**

- Keeping track of class rosters.
- Submitting time sheets by the dates specified in order for prompt payment to be made.
- Sets up and takes down building furnishings and arrangements.
- Ability to lift and carry equipment, furniture and/or supplies required for the assigned activity.
- Ability to maintain effective working relationships with associates, participants and the public.
- Notifying the appropriate supervisor if any changes occur in the class schedule content or the instructor's ability to conduct the class.
- May require ability to acquire and maintain a valid Driver's License.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, smell, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb,

balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee may work in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.

Must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignment given to self and others over long periods of time. Must be able to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise independent judgment.

The noise level in the work environment varies from moderate to loud.

### **Minimum Qualifications**

#### **Knowledge Skill and Ability:**

- Considerable knowledge and sufficient skills of the principles, practices and liabilities in said topic area to be credible as an instructor.
- Ability to develop own curriculum and lesson plans for recruitment topic.
- Ability to keep simple inventory records; prepare simple written reports of the program operation and attendance; ability to deal with the public, superiors, associates and participants in a courteous manner.

#### **Experience and Training:**

- Minimum of one or more years of previous teaching, coaching, and/or presentation experience in topic area. Experience teaching programs to one or more of the following populations is preferred: early childhood, youth, teens, and adults.
- Any combination of skill, training, education, and/or certification (if applicable) in the topic area.
- Current CPR and First Aid certification are preferred, but not required.
- Offers of employment are contingent upon satisfactory evaluation of a criminal record check.

***The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.***

**REVISED: PENDING APPROVAL**

**ENFIELD TOWN COUNCIL**  
**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION SETTING A PUBLIC HEARING REGARDING THE ENERGY  
PERFORMANCE CONTRACTING CAPITAL REPLACEMENT PROJECT**

**WHEREAS**, the Town of Enfield desires to take advantage of Energy Performance Contracting to achieve energy efficiency and reduce energy costs; and

**WHEREAS**, the cost of installing new energy efficient equipment in and performing various facility improvements to the Town and School facilities (Project) will require a referendum to be voted upon by the electors of the Town of Enfield based upon the Enfield Town Charter; and

**WHEREAS**, the Enfield Town Council wishes to seek input on the Project from citizens;

**NOW, THEREFORE BE IT RESOLVED**, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Enfield Room, 820 Enfield Street, Enfield, Connecticut on Tuesday, September 6, 2016 at 6:00 p.m. to allow citizens an opportunity to express their opinions regarding the Energy Performance Contracting Capital Replacement Project.

Date Prepared:            July 26, 2016  
Prepared by:            Town Manager's Office

**ENFIELD TOWN COUNCIL**  
**RESOLUTION No. \_\_\_\_\_**

**A Resolution Establishing Rules and Regulations for the Issuance of Mobile Food Vendor Permits and the Lawful Operation of Mobile Food Vendors**

**WHEREAS**, On August 1, 2016, the Enfield Town Council adopted Ordinance #\_\_\_\_\_, amending Chapter 58, Article II of the Town Code addresses Hawkers, Peddlers, and Auctioneers Ordinance to include Section 58-35, Mobile Food Vendors; and

**WHEREAS**, Policies and procedures to regulate mobile food vendors are necessary to protect the public health, safety, and well-being;

**NOW, THEREFORE, BE IT RESOLVED**, by the Enfield Town Council that:

**Section 1:** In accordance with Chapter 58, Article II, Section 58-35, Subsection (b), Exhibit A, attached hereto and incorporated herewith as if included herein, are hereby adopted as the Town of Enfield's formal rules and regulations for the issuance of mobile food vendor permits and the lawful operation of mobile food vendors.

**Section 2:** These Rules and Regulations shall become effective on the effective date of the proposed ordinance entitled Mobile Food Vendors.

RESOLUTION # \_\_\_\_\_

Exhibit A

**Chapter 58 - PEDDLERS AND SOLICITORS**  
**ARTICLE II. – HAWKERS, PEDDLERS AND AUCTIONEERS**  
**Sec. 58-35. - Mobile Food Vendors**

**Vendor Rules and Regulations**

*Section 1. Rules and Regulations Applicable to All Mobile Food Vendors*

- 1) The Enfield Town Manager, or his designee, may approve an application for a license after considering the location or area where the applicant proposes to conduct business, the variety and types of items to be sold, and other applicable information. Other information considered may include but is not limited to whether the proposed mobile food vending activity would create an obstruction of the public way or place, create a safety hazard or other hazardous condition, compliance with other Town laws.
- 2) Based on the review of the application and other relevant factors as referenced above, the Town may deny issuing a license to an applicant or issue a license with reasonable conditions if the Town determines that issuing a license or unconditioned license would create conditions in violation of these rules and regulations.
- 3) Each application shall submit with their application a copy (or copies) of a valid operator's license for the individual(s) operating and/or working in the vehicle or trailer.
- 4) Each applicant shall submit with their application a copy of their current vehicle's (and trailer when appropriate) registration as well as proof of current insurance.
- 5) Each applicant shall submit with their application a color photograph of the vehicle or trailer seeking associated with the application.
- 6) Each applicant shall submit with their application a copy of their current mobile food vendor license from the North Central-District Health Department.
- 7) Each applicant shall submit with their application a copy of their current Connecticut Sales and Use Tax Permit.

- 8) Each applicant shall submit with their application a \$100 application fee. The application fee is non-refundable.
- 9) If an application is approved, or approved with conditions, a vending license shall be issued. The license shall be valid for a period of 90 days. Said license, along with the mobile food vendor license from the North Central-District Health Department, shall be prominently displayed in a conspicuous place within the licensed vehicle or trailer, visible to vendor patrons, when actively vending within the Town.
- 10) No licensed mobile food vendor shall position their vehicle or trailer so as to obstruct the view of pedestrian or motor vehicle traffic at intersections, driveways, crosswalks, or any other location where traffic patterns are perpendicular to one another.
- 11) No licensed mobile food vendor shall position their vehicle or trailer as to obstruct the lawful movement of pedestrian or motor vehicle traffic or create condition detrimental or injurious to public safety.
- 12) All storage, preparation, and sale areas shall be contained upon or within the vehicle or trailer licensed to vend.
- 13) No license shall be transferable or assignable.
- 14) Adequate trash containers, directly adjacent to the food service, shall be maintained by the mobile food vendor. Vendors shall be responsible for removing trash discarded by their customers within the designated vending areas.
- 15) No mobile food vendor shall, while stationary, shout, blow a horn, ring a bell, use any sound device, hoist or post a flag, erect any type of identification sign, or use an inflatable or other such items for the purpose of attracting attention.
- 16) A licensed vendor may use an a-frame, menu, or portable monument sign, measuring no larger than six (6) square feet for the express purpose of displaying vendor menu information.
- 17) Vending shall occur while the vehicle or trailer is in a parked, non-mobile position.



- 18) The Town may revoke a valid license for the following reasons:
- i. loss or suspension of their North Central-District Health Department issued mobile food vendor license;
  - ii. expiration of any applicable state required motor vehicle registration of the mobile food vendor's vehicle;
  - iii. participation by the licensee and/or his/her/its employee in criminal activity during mobile food operations;
  - iv. vending from an unapproved or undesignated location; or
  - v. violation of any rule or regulation associated with mobile food vending within the Town of Enfield.

*Section 2. Rules and Regulations Applicable to Mobile Food Vendors Vending from Public Property.*

- 1) Mobile Food Vending shall only be performed in Town approved locations. Such locations shall be signed and are described as follows:
  - i. Enfield Town Hall parking lot: 820 Enfield Street
  - ii. South Street public parking Lot: Corner of Pearl and South Street
  - iii. Barnes Boat Launch parking lot: 12 South River Street
  - iv. Freshwater Pond Park: (On-street, south side of North Main Street only)
  - v. Brainerd Park parking lot: 133 Brainard Road
  - vi. Hazardville Park (On-street parking, east-side of School Street only)
  - vii. Powder Hollow Park parking lot: End of Dust House Road
  - viii. Green Manorville Park parking lot: 198 Taylor Road
  - ix. Enfield Central Library parking lot: 104 Middle Road
- 2) A licensee shall only vend in Town approved designated locations.
- 3) A licensee shall vend only during the hours of 6:00 a.m. to 9:00 p.m.
- 4) A licensee shall not allow any person to go inside or on the associated vehicle or trailer except those persons identified within the initial application for said license
- 5) No vehicle or stand or other item related to the operation of a vending business shall touch, lean against or be connected or affixed to any building or structure, including but not limited to lampposts, parking meters, mailboxes, traffic signal stanchions, fire hydrants, tree boxes, benches, bus shelters, refuse baskets, traffic barriers, or city utilities of any kind.



# TOWN OF ENFIELD

## APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS

Name Teresa Richard Date 9 July 2014  
Address 366 George Washington Rd.  
Telephone (Home) (860) 539-9817 (Work) \_\_\_\_\_  
Email Address TRichard7061@yahoo.com Occupation Sp. Ed. Teacher  
Registered Voter X (Yes) \_\_\_\_\_ (No) Party Affiliation Republican  
Agency, Board, or Commission Interested In: Clean Energy Committee

New Appointment ☒ Reappointment \_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months. \_\_\_\_\_

Please outline your qualifications and how you feel you would contribute to the Agency, Board or

Commission. I am a teacher, recently moved to Enfield, and interested in education the public in reserving our natural resources for future generations. Currently my home is a work in progress and I'm attempting to conserve energy in all aspects.

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? NO

If yes, please state the name of the Agency, Board or Commission and the time served. NA

If the Agency, Board or Commission which you requested has no more vacancies, would you consider appointment to another? \_\_\_\_\_

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE  
TOWN OF ENFIELD  
820 ENFIELD STREET  
ENFIELD CT 06082

OR FAX to 253-6310

THANK YOU FOR YOUR  
INTEREST IN THE  
TOWN OF ENFIELD

## McCarthy, Debra

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**From:** Melissa Everett <melissae@earthlink.net>  
**Sent:** Thursday, July 28, 2016 10:00 AM  
**To:** McCarthy, Debra  
**Subject:** Ray's resignation

Begin forwarded message:

**From:** "Ray " <[bouchard.raymond@sbcglobal.net](mailto:bouchard.raymond@sbcglobal.net)>  
**Subject:** Clean energy committee  
**Date:** July 7, 2016 at 7:39:13 AM EDT  
**To:** Melissa Everett <[melissae@earthlink.net](mailto:melissae@earthlink.net)>

Melissa,

Good morning. I know that this is probably not a good time to tell you this but due to health issues that have recently come to light I find that I must resign from the Clean Energy Committee. I must focus my attention on resolving my health issues and I ask that understand that this must be my priority. It has been a pleasure to serve with you on the committee during the past year.

Thanks for understanding

Ray Bouchard

Sent from Mail for Windows 10